

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-107 **Issue Date:** 06-24-14 **Closing Date:** 06-30-14

Internal Auditor
Department of Internal Audit
Yakama Nation Gaming Commission
Hourly Wage: \$20.80/Full-Time/Regular

Assists in the conducting of operational and financial audits for casino operations to ensure the protection of Tribal assets and preserve the honesty and integrity of all Class II and Class III gaming in casino operations. Further responsibilities include reviewing income journals, supporting documentation, procedural steps generated during gaming operations and conducting, random unannounced observation of the various departments of the gaming operation. Employee is responsible for analyzing and reviewing internal controls and providing feedback as they impact financial and operational reporting. Considerable initiative and judgment are required to perform complex audits/reviews of high-risk information.

Knowledge, Skills and Abilities:

- Knowledge of the Principles and practices of professional operational and financial audits as they relate to the Indian Gaming Industry.
- Knowledge of tribal, state and federal laws and regulations, in relation to gaming industry
- Extensive knowledge of auditing standards, Generally Accepted Accounting Principles.
- Knowledge of Internal Control concepts, trends and best practices.
- Prior Finance or Accounting background.
- Strong interpersonal relations skills.
- Well-developed oral and written communication skills.
- Demonstrate strong analytical skills to assemble key data, potential problem areas and develop recommendations for viable solutions.
- Ability to shift from working independently to a team environment as job duties dictate.
- Ability to handle multiple project simultaneously.

General Recruiting Indicators:

- High School diploma required.
- Have or pursuing a bachelor's degree in business management, accounting or finance preferred.
- Prior governmental or private industry auditing and/or regulatory experience desired.
- Have or pursuing a professional certificate Program (CPA, CIA, CFE or CISA) a plus, but not required.
- Any equivalent combination of education and work experience may be substituted for required qualifications.

Technical Requirements:

- Experience in various personal computer applications including Microsoft word, Excel, Works and Access.
- Ability to conduct system audits on the various data control systems utilized throughout the gaming operation.
- Experience in Computers and electronic data processing.

Necessary Special Requirements:

- Ability to pass a thorough criminal background investigation.
- Ability to pass a drug and alcohol test.